



## Appendix E-2 EERE Data Center



### Overview of the EERE Data Center

The Strategic Management System (SMS) will increase the efficiency and effectiveness of the EERE business management functions of planning, budget formulation, program implementation, and program analysis and evaluation. One key tool for SMS is the EERE Data Center and its linkages to Departmental financial and procurement data systems and access to new data system files from the field (primarily the national laboratories for subcontract information). In this overview, there will be a brief discussion of this key tool and its advantages, if utilized, for EERE management, program managers, and the field.

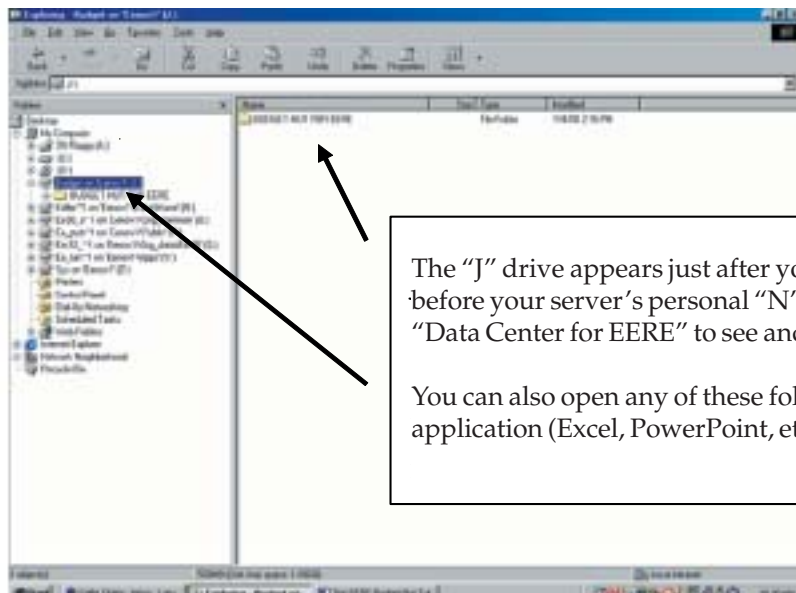
The Data Center provides a common format of key information that can be used for formulation of the budget request, track implementation of planned program actions, and measure performance against milestones. In addition to these important functions, this information can assist both program managers and EERE management in a number of ways. The data fields have been selected in order for these files to be centrally used by the Office of Technology Development and the Office of Business Administration (BA), to have the vast majority of quick-response data tasks centrally answered without sending the task to the program manager. Currently, these tasks not only disrupt the daily activities of program managers, but also those of program implementers in the field (both at operations offices and national laboratories). If the information is properly utilized and maintained, tasks that concern projects/program work in certain Congressional Districts or states will be centrally answered. Other inquiries, such as identifying work by a certain performer, such as a specific national laboratory, can be quickly determined. We can quickly determine how much of the funding is being performed through competitive means and how much is being performed by lab sub-contract, in-house labs, CRADAs, or cooperative agreements. Non-Federal cost-sharing figures can also be quickly displayed at various breakout levels.

The Data Center contains downloads from departmental systems that will allow program managers the ability to obtain information on awards made by DOE Procurement Offices, including the date of award, status, recipient, recipient's address, and recipient's Congressional District. Similarly, monthly FIS information can be extracted by B&R code and performer (contractor identification number) on current costing and obligation information.

Since the Department's data systems provide only summary information for the national laboratories, additional electronic SMS information is required from these national laboratories, particularly concerning laboratory subcontracts. NREL provides an electronic file of information on its laboratory subcontracts (an updated file is provided monthly), which can be extracted by program. While the names and addresses of subcontractors are shown, Congressional Districts are not. TMS, the support service contractor for the SMS effort, will insert the Congressional District Codes for these laboratory subcontracts.

## 1. HOW TO USE THE EERE DATA CENTER

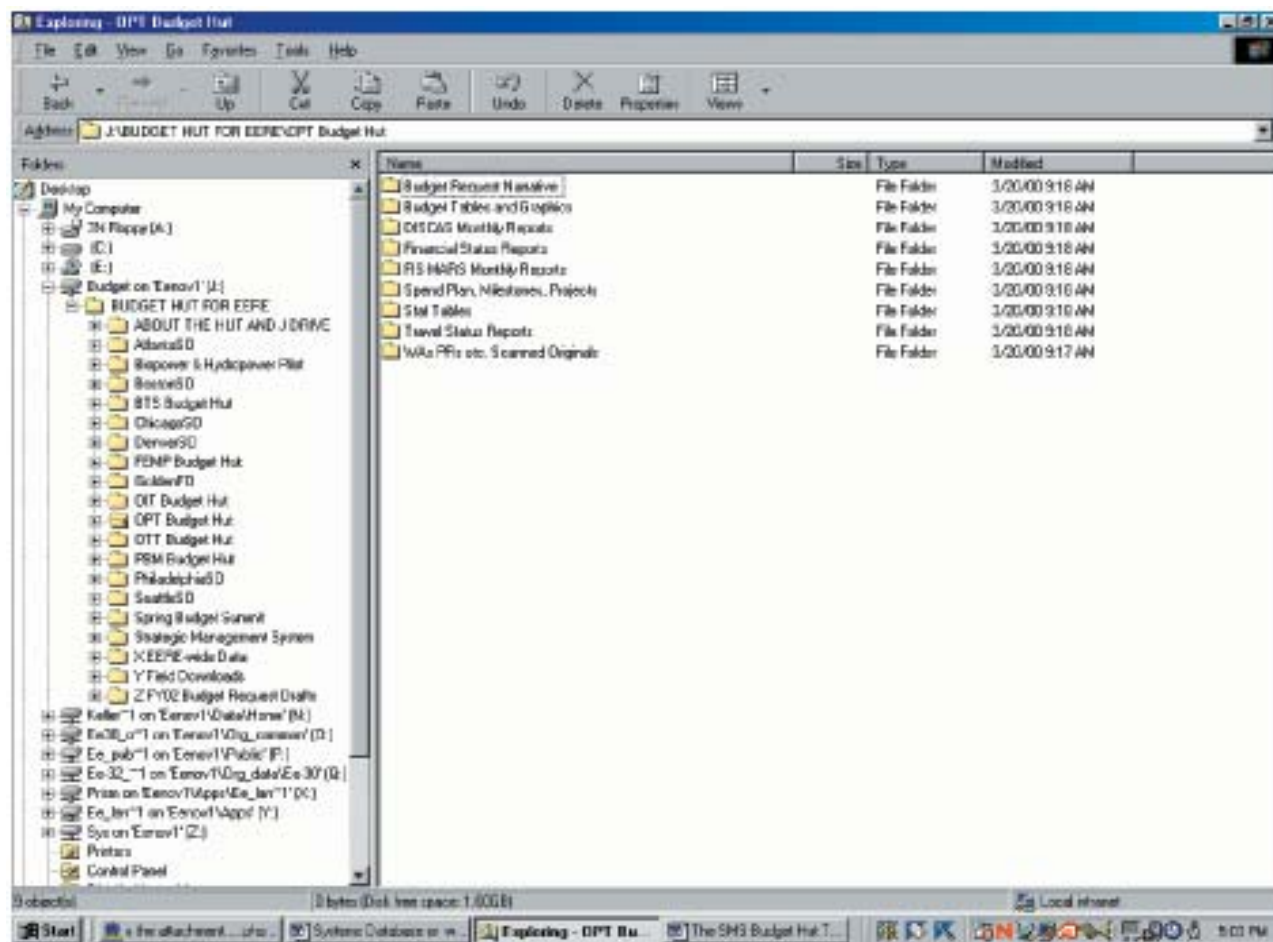
The EERE Data Center provides a “one stop shop” for managing and reporting a wide range of budget, financial, procurement, and administrative processes and data used daily by EERE management and staff in the implementation of the EERE mission.



The Center resides on the “J” drive of the EERE server and is accessible by any EERE Federal employee and select contractors. Users can access the Center from any location in the Forrestal building and the Golden Field Office that has a LAN connection to the EERE server.

The Center consists of several folders – one for each EERE major organizational element and others for all EERE – which in turn contain another set of folders for each of the systems and data covered in the Center.

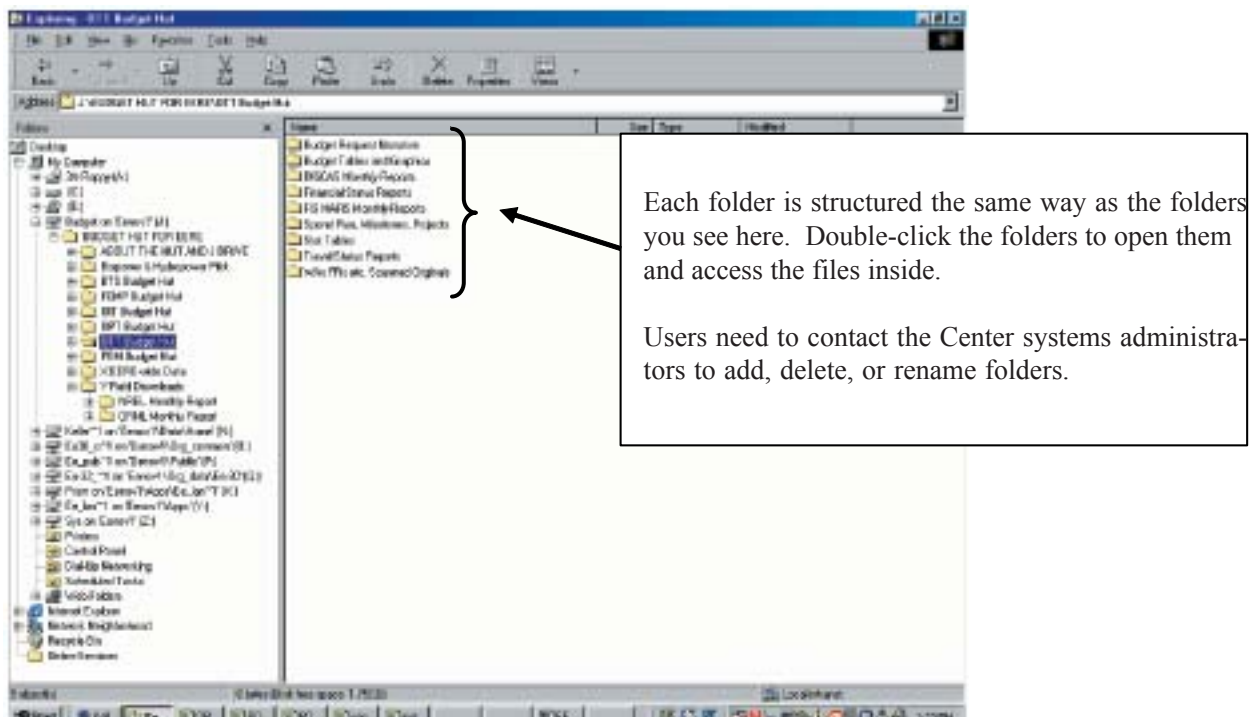
The major organizations with program-specific folders in the Center include each of the Program Offices. The folder for the DAS for Biopower Administration includes the data for the Office of the Assistant Secretary. Folders have also been established for the Golden Field Office and each of the Regional Offices.



The folders within each organization's folder include the following:

- Budget Request Narrative
- Budget Tables and Graphics
- DISCAS Monthly Reports
- Financial Status Reports
- FIS / MARS Monthly Reports
- PADS Reports
- Stat Tables
- Travel Status Reports
- WAs, PRs, etc. (Scanned Originals)

Instructions on how to use each of these folders begin in Chapter 2 of this tutorial.



Only members of the program have “read” access to the folders within any program folder. Only a few members of any program have “write” access to their folder. The programs determine who has “write” or “read” access to their folders.

The All-EERE folder contains:

- Data not readily divisible into program-specific components (e.g., monthly downloads from the Departmental Procurement and Assistance Data System – PADS);
- Budget presentations and graphics of interest throughout EERE;
- Other documents of interest throughout EERE.

All EERE Federal employees and select contractors have “read” access to the All-EERE folder. Only a few members of the EERE Office of Business Administration (BA) have “write” access to that folder. Programs may request BA to add contractors and others to the list of those with “read” access to the All-EERE folder.

### ***a. What Does the Center Do?***

The Center integrates otherwise disparate data (MARS downloads, National Laboratory budget systems downloads, PADS downloads, travel system downloads, and others) by putting that data in the same place every month (the appropriate folder on the “J” drive) and rendering it all in Excel 2000. This allows users throughout EERE to easily find the data and focus on a single set of easy-to-use tools (Excel’s “front end” subtotal, filter, pivot table, and sort tools) to access and manipulate the data as though it were part of a complex, integrated system. This also allows easier reporting of EERE-wide data.

The graphics, presentations, and other documents in the Center generally are in versions of Word, PowerPoint, and Word Perfect used widely throughout EERE.

### ***b. Who Updates the Data in the Center?***

The table below summarizes the main folders and the schedule for their respective updates. BA manages and updates almost every folder – for the most part populating those folders with re-formatted excerpts from existing Departmental and Field systems.

<b><i>Folder</i></b>	<b><i>Updated by:</i></b>	<b><i>Updated when:</i></b>	<b><i>Folder Location</i></b>
Budget Request Narratives	BA	As Required	program
Budget Tables and Graphics	whomever	As Required	program
DISCAS Monthly Reports	BA	Monthly	program
Financial Status Reports	BA	Monthly	program
FIS MARS Monthly Reports	BA	Monthly	program
PADS Reports	BA	Monthly	program
Stat Tables	BA	As Required	program
Travel Status Reports	BA	Monthly	program
WAs, PRs, Scanned Originals	BA	Monthly / As Required	program
NREL and ORNL Financial Status Reports	BA	Monthly	Y Field Downloads

## **2. THE PROGRAM-SPECIFIC FOLDERS**

The major organizations with program-specific folders in the Center include each of Program Offices. The folder for the DAS for BA includes the data for the Office of the Assistant Secretary.

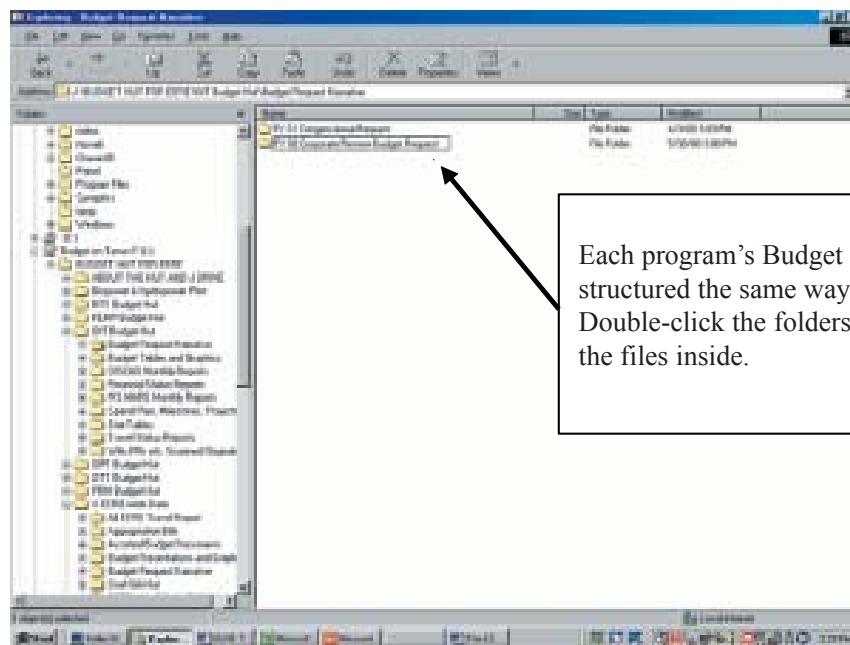
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- Budget Request Narrative
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- PADS Reports

- Stat Tables
- Travel Status Reports
- WAs, PRs, etc. (Scanned Originals)

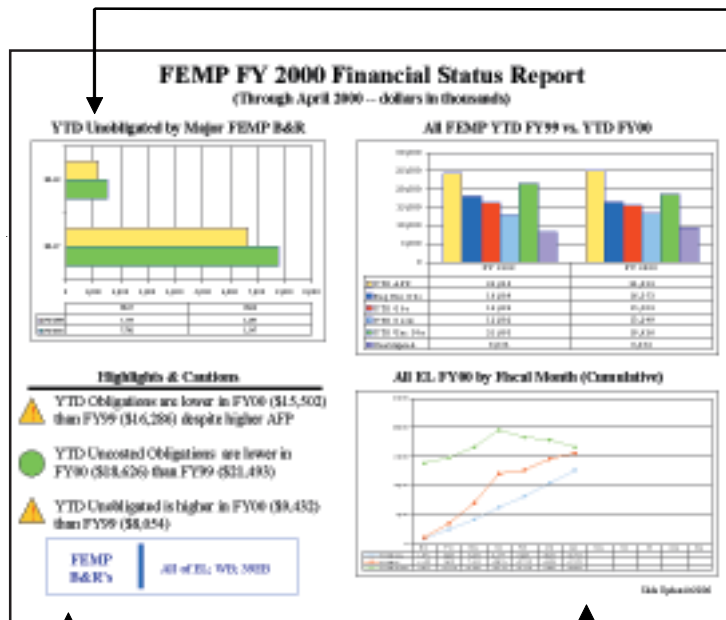
### ***a. Budget Request Narrative***

This folder provides a complete copy of the program's budget requests beginning with the FY 2001 Congressional Budget Request.



Each program's Budget Request Narrative folder is structured the same way as the folders you see here. Double-click the folders to open them and access the files inside.





“YTD Unobligated by Major EL B&R”

This graphic depicts unobligated by each major B&R that belongs to that sector.

“YTD FY99 vs. YTD FY00”

This graphic depicts: YTD AFP; YTD Authorized; Beginning Uncosted Obligations; YTD Obligations; YTD Costs; YTD Uncosted Obligations; and YTD Unobligated for the entire sector.

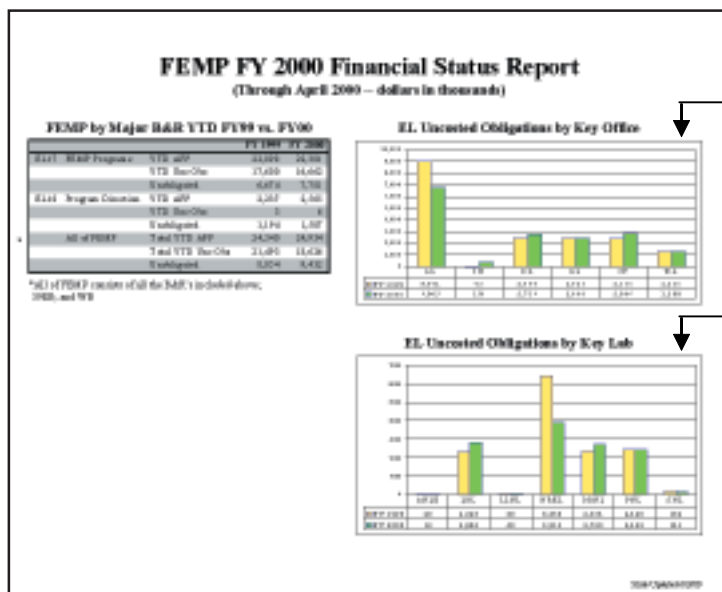
“FY00 by Month (Cumulative)”

This graphic depicts: YTD Authorized;  
YTD Obligations; YTD Costs; YTD  
Uncosted Obligations by month for the  
entire sector.

### “Highlights and Cautions”

This graphic depicts key trends.  
Depicts positive trends.  
Depicts cautions.  
Depicts serious problems.

The second page includes two charts and a table.



### “Uncosted Obligations by Key Office”

This graphic depicts uncosted obligations for EERE B&Rs for the Operations Offices with which EERE does most of its business.

### “Uncosted Obligations by Key Lab”

This graphic depicts uncosted obligations for EERE B&Rs for the National Labs with which EERE does most of its business.

### e. FIS MARS Monthly Reports

This folder holds program-specific, detail-level, monthly MARS data as downloaded and rendered to Excel through the DOE Chief Financial Officer (CFO) Financial Data Warehouse (FDW). BA updates the folder with a new monthly file by about the 15th of the following month. For example, May 2000 MARS data should be available from the folder by the 15th of June.

The structure of each download file within each program folder includes:

- Fiscal year
- Fiscal month number
- DAS
- B&R 1,2,3
- B&R Code and title
- Fund Type
- Operations Office
- National Laboratory
- Awardee CID

First 12 columns of the sheet

	FY	Fiscal Month	DAS	B&R 1	B&R 2	B&R 3	B&R Code	B&R Title	Fund Type	Office	Lab	CID	AW
2	2000	07	FEMP	39	39EB	39EB00	39EB00000	Solar Energy	Y0	AL	NREL	0010337	MI
3	2000	07	FEMP	39	39EB	39EB00	39EB00000	Solar Energy	Y0	AL	NREL	0010337	MI
4	2000	07	OPT	OC	OC10	OC1010	OC1010000	Loan Evaluation	FX	SP	NA	9999999	NV
5	2000	07	OPT	OC	OC10	OC1010	OC1010000	Loan Evaluation	FX	SP	NA	CD01570	Ne
7	2000	07	OPT	OC	OC30	OC3020	OC3020000	Contractual Services And Supplies	FX	SP	NA	SF18851	NO
8	2000	07	OPT	OC	OC30	OC3021	OC3021010	Travel Subject To Travel Regulations	FX	SP	NA	SF16021	LIL
9	2000	07	OPT	EA	EA04	EA0400	EA0400000	Federal Buildings	CA	SP	NA	9999999	NV
10	2000	07	OPT	EA	EA04	EA0400	EA0400000	Federal Buildings	CA	SP	NA	CS30272	NA
11	2000	07	OPT	SB	SB21	SB2100	SB2100000	Solar Building Technology Research	SB	WA	NA	9999999	NV
12	2000	07	OPT	SB	SB21	SB2100	SB2100000	Solar Building Technology Research	SB	WA	NA	CS31020	PO
13	2000	07	OPT	SB	SB21	SB2100	SB2100000	Solar Building Technology Research	Y0	AL	NA	9999999	NV
14	2000	07	OPT	SB	SB21	SB2100	SB2100000	Solar Building Technology Research	Y0	AL	NA	0010342	SO
15	2000	07	OPT	SB	SB21	SB2100	SB2100000	Solar Building Technology Research	Y0	AL	NREL	0010337	MI
16	2000	07	OPT	SB	SB21	SB2100	SB2100000	Solar Building Technology Research	Y0	AL	SNL	AL13000	SA
17	2000	07	OPT	SB	SB21	SB2100	SB2100000	Solar Building Technology Research	Y0	WA	NA	9999999	NV
18	2000	07	OPT	SB	SB21	SB2100	SB2100000	Solar Building Technology Research	Y0	AL	NREL	0010337	MI
19	2000	07	OPT	SB	SB21	SB2100	SB2100000	Solar Building Technology Research	Y0	AL	NA	B101501	PH
20	2000	07	OPT	SB	SB21	SB2100	SB2100000	Solar Building Technology Research	Y0	AL	SNL	AL13000	SA
21	2000	07	OPT	SB	SB21	SB2100	SB2100000	Solar Building Technology Research	Y0	AL	NREL	0010337	MI
22	2000	07	OPT	SB	SB21	SB2100	SB2100000	Solar Building Technology Research	Y0	AL	NA	9999999	NV
23	2000	07	OPT	SB	SB21	SB2100	SB2100000	Solar Building Technology Research	Y0	AL	NREL	0010337	MI
24	2000	07	OPT	SB	SB21	SB2100	SB2100000	Solar Building Technology Research	Y0	AL	NA	B101501	PH
25	2000	07	OPT	SB	SB21	SB2100	SB2100000	Solar Building Technology Research	Y0	AL	SNL	AL13000	SA
26	2000	07	OPT	SB	SB21	SB2100	SB2100000	Solar Building Technology Research	Y0	CH	ANL	CHEN038	CH
27	2000	07	OPT	SB	SB21	SB2100	SB2100000	Solar Building Technology Research	Y0	CH	NA	9999999	NV
28	2000	07	OPT	SB	SB21	SB2100	SB2100000	Solar Building Technology Research	Y0	SP	ETEC	SF00700	BO
29	2000	07	OPT	SB	SB21	SB2100	SB2100000	Solar Building Technology Research	Y0	SP	NA	SF16345	AR
30	2000	07	OPT	SB	SB21	SB2100	SB2100000	Solar Building Technology Research	Y0	WA	NA	9999999	NV
31	2000	07	OPT	SB	SB21	SB2100	SB2100000	Solar Building Technology Research	Y0	WA	NA	E19001	DB
32	2000	07	OPT	SB	SB21	SB2100	SB2100000	Solar Building Technology Research	Y0	WA	NA	0011657	Ne
33	2000	07	OPT	SB	SB21	SB2100	SB2100000	Solar Building Technology Research	Y0	WA	NA	0011666	Ne
34	2000	07	OPT	SB	SB21	SB2100	SB2100000	Solar Building Technology Research	Y0	WA	NA	MA12852	MA

Fund Type Code	Lab	Award Name	YTD AFP	YTD Oblig.
10	NA	MIDWEST RESEARCH BETTER	100	100
10	NA	MIDWEST RESEARCH BETTER	100	100
10	NA	1000000	100	100
10	NA	1000000	100	100
10	NA	1000000	100	100

- Awardee Name
- Approved Funding Program (AFP)
- Beginning Uncosted Obligations
- Year to Date (YTD) Obligations
- YTD Costs
- Ending Uncosted Obligations

BA generally titles each program's monthly FIS MARS download file in terms such as "FY 2000 and 1999 April Report for OTT." Double-click on the file title to open the Excel workbook. The workbook includes three Excel worksheets titled:

FY	Lab	Award Name	YTD AFP	YTD Oblig.	YTD Costs
2000	OT	1000000	100	100	100
2000	OT	1000000	100	100	100
2000	OT	1000000	100	100	100
2000	OT	1000000	100	100	100
2000	OT	1000000	100	100	100

1. Main Data
2. Table by Major B&R
3. Chart by Major B&R

Users can toggle between the three worksheets by clicking on the tabs at the bottom of the worksheet (see the graphic above).

The Main Data worksheet serves much like a database of raw data as downloaded from FIS MARS through the Financial Data Warehouse. Users can use the “Main Data” worksheet (applying “filter” and the “subtotal” Excel tools to manipulate the raw data) or use the preformatted “Table by Major B&R” and “Chart by Major B&R” worksheets built by using “Pivot Table” and “Pivot Chart”.

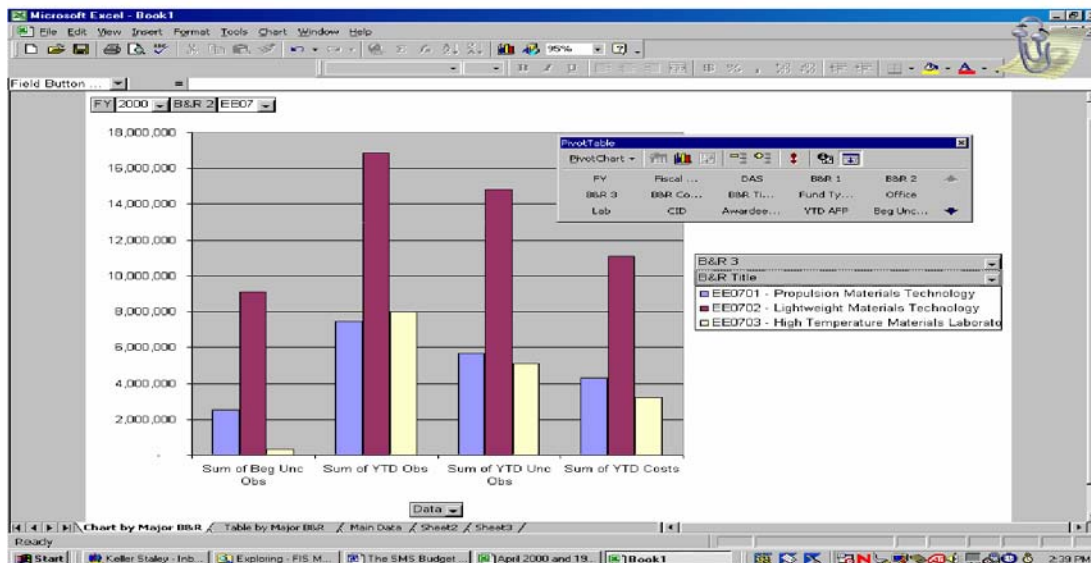
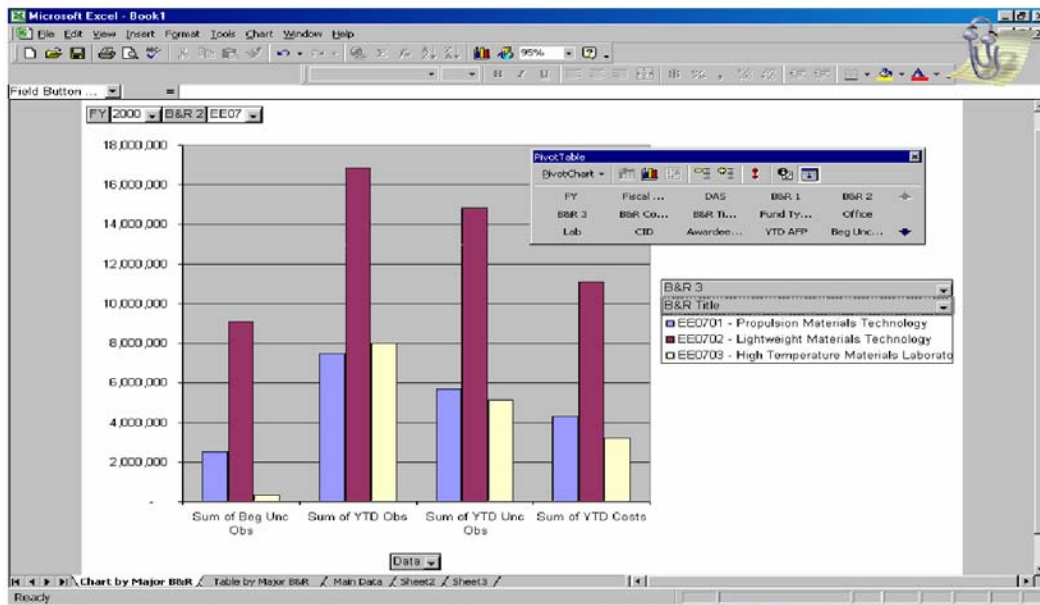


Chart by  
Major B&R

B&R Title	Beg Unc Obs	YTD Obs	YTD Unc Obs	YTD Costs
EEO200				
Biofuels: Transportation				
EEO201	9,666,216	26,259,725	22,021,974	13,103,967
Ethanol Production	9,666,216	26,259,725	22,021,974	13,103,967
EEO202	153,734	750,000	480,313	423,421
Biodiesel Production	153,734	750,000	480,313	423,421
EEO203	1,076,402	3,000,000	2,554,155	1,522,247
Feedstock Production	1,076,402	3,000,000	2,554,155	1,522,247
EEO204	366,140	923,029	980,806	301,003
Regional Biomass Energy Program	366,140	923,029	980,806	301,003
EEO205				
Integrated Bioenergy R&D				
EEO101				
Clean Cities Voluntary Deployment				
EEO102				
Infrastructure, Systems, And Safety				
EEO103				
Epaact Replacement Fuels Program				
EEO104				
Vehicle Field Test/Evaluation				

Table by  
Major B&R

Refer to “How to Use Auto Filter” (page E2-13) and “How do I get Subtotals Automatically?” (E2-15) to learn more about using “filter” and “subtotal” to manipulate the Main Data worksheet.



### f. PADS Reports

The Procurement and Assistance Data System (PADS) is the official Departmental system for tracking the status, value, and other characteristics of almost all direct contracts, cooperative agreements, grants, and other acquisition vehicles. Key fields in PADS include, among numerous others, are: awardee; awardee location (state, city, address, district); award value; obligations by year; modifications by year (dollar value); and type of award.

The Data Center updates the PADS data monthly and displays in three different formats: Main Data, Pivot Table, and Pivot Chart.

	A	B	C	D	E	F	G	H	I	J
	PADS by B&R Code to Sectors	Register Nu	Mod Nu	B&R	FFE F	Attr O	Oblig Amou	Award Val	Govt Share	Awardee Share
1	Industrial Technologies	A000302	A007	ED3205000	1999	EE	6,769	0	0	0
2	Transportation Technologies	A000302	A007	EE0401000	1999	EE	1,479	0	0	0
3	Transportation Technologies	A000302	A007	EH0120060	1999	EE	769	0	0	0
4	Asst Secretary	A000302	A007	ED1901000	1999	EE	15,000	0	0	0
5	Industrial Technologies	A000302	A007	ED1901000	1999	EE	6,000	0	0	0
6	Building Technologies	AD21196	A005	EC1001000	1997	EE	95	0	0	0
7	Industrial Technologies	AD21196	A005	ED1806000	1997	EE	460	0	0	0
8	Asst Secretary	AD21196	A005	EH0121010	1997	EE	49	0	0	0
9	Transportation Technologies	AD21196	A007	EE0601000	1997	EE	266	0	0	0
10	Transportation Technologies	AD21196	A007	EE0602000	1997	EE	600	0	0	0
11	Power Technologies	AD21196	A007	EE2311020	1997	EE	69	0	0	0
12	Industrial Technologies	AD21196	A007	ED4201000	1997	EE	1,215	0	0	0
13	Building Technologies	AD21196	A009	EC1001000	1997	EE	70	0	0	0
14	Industrial Technologies	AD21196	A009	ED1806000	1997	EE	130	0	0	0
15	Industrial Technologies	AD21196	A009	ED4201000	1997	EE	1,935	0	0	0
16	Transportation Technologies	AD21196	A009	EE0602000	1997	EE	600	0	0	0
17	Transportation Technologies	AD21196	A009	EE0602000	1997	EE	2,400	0	0	0
18	Building Technologies	AD21196	A011	EC1701000	1997	EE	866	0	0	0
19	Building Technologies	AD21196	A012	EC1401000	1997	EE	78	0	0	0
20	Transportation Technologies	AD21196	A012	EE0602000	1997	EE	580	0	0	0
21	Industrial Technologies	AD21196	A013	ED4201000	1997	EE	366	0	0	0
22	FEMP	AD21196	A013	EL1704000	1997	EE	3,057	0	0	0
23	Building Technologies	AD21196	A013	EC1402000	1997	EE	117	0	0	0
24	Industrial Technologies	AD21196	A013	ED3203000	1997	EE	3,500	0	0	0
25	Transportation Technologies	AD21196	A015	EE0130000	1996	EE	177	0	0	0
26	Industrial Technologies	AD21196	A015	ED1806000	1996	EE	96	0	0	0
27	Transportation Technologies	AD21196	A015	EE0103000	1996	EE	1,333	0	0	0
28	Power Technologies	AD21196	A016	EB5101206	1996	EE	540	0	0	0
29	Building Technologies	AD21196	A016	EC1701000	1996	EE	76	0	0	0
30	Power Technologies	AD21196	A019	EB5101206	1996	EE	1,495	0	0	0
31	Industrial Technologies	AD21196	A019	ED1806000	1996	EE	102	0	0	0
32	Industrial Technologies	AD21196	A019	ED3201000	1996	EE	1,000	0	0	0
33	Transportation Technologies	AD21196	A019	EE0105000	1996	EE	275	0	0	0

### i. How to Use Auto Filter

Auto Filter is an Excel tool that allows you pick an item in a column and see every row in which that item appears. To pick every instance of “NREL” in the “Laboratory / Contractor” column Z for example, click on the arrow that appears at the top of that column.

Click on “Data”; the “Filter”; then “AutoFilter” to activate AutoFilter if it is not on.

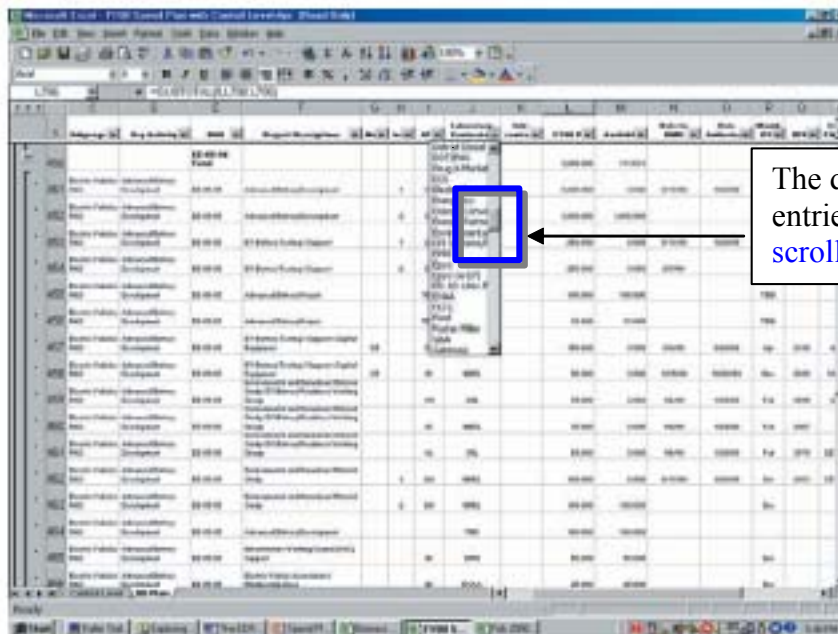
AutoFilter is on if the arrows appear on the Column Heading row.

Taskgroup	Key Activity	REEL	Project Description	Lab	AF	Laboratory / Contractor	FY00 P	Result	Date to	Date
450	Electric Vehicle Advanced Battery Development	EE-05-04	Advanced Battery Development	1	CR	USABC	1,000,000	111,631		
451	Electric Vehicle Advanced Battery Development	EE-05-05	Advanced Battery Development	2	CR	USABC	1,000,000	1,000,000		
452	Electric Vehicle Advanced Battery Development	EE-05-05	EV Battery Tuning / Support	1	CR	ANL	250,000	0,000	9/17/99	10/2/99
453	Electric Vehicle Advanced Battery Development	EE-05-05	EV Battery Tuning / Support	2	CR	ANL	250,000	0,000	9/7/99	
454	Electric Vehicle Advanced Battery Development	EE-05-05	Advanced Battery Project		TBD	TBD	100,000	100,000		TBD
455	Electric Vehicle Advanced Battery Development	EE-05-05	Advanced Battery Project		TBD	TBD	33,000	33,000		TBD
456	Electric Vehicle Advanced Battery Development	EE-05-05	EV Battery Tuning / Support Capital Equipment	CE	CR	ANL	100,000	0,000	3/3/99	3/23/99
457	Electric Vehicle Advanced Battery Development	EE-05-05	EV Battery Tuning / Support Capital Equipment	CE	ID	INTEL	50,000	0,000	10/5/99	10/20/99
458	Electric Vehicle Advanced Battery Development	EE-05-05	Environmental and Materials Material Study EV Battery Roadshow Working Group		CR	ANL	35,000	0,000	1/6/00	1/29/00
459	Electric Vehicle Advanced Battery Development	EE-05-05	Environmental and Materials Material Study EV Battery Roadshow Working Group		ID	INTEL	25,000	0,000	1/6/00	1/29/00
460	Electric Vehicle Advanced Battery Development	EE-05-05	Environmental and Materials Material Study EV Battery Roadshow Working Group		AL	INL	45,000	0,000	1/6/00	1/29/00
461	Electric Vehicle Advanced Battery Development	EE-05-05	Environmental and Materials Material Study	1	GO	NREL	100,000	0,000	9/17/99	10/2/99
462	Electric Vehicle Advanced Battery Development	EE-05-05	Environmental and Materials Material Study	2	GO	NREL	100,000	100,000		Dis
463	Electric Vehicle Advanced Battery Development	EE-05-05	Advanced Battery Development		TBD		100,000	100,000		
464	Electric Vehicle Advanced Battery Development	EE-05-05	Advanced Battery Development		TBD		100,000	100,000		
465	Electric Vehicle Advanced Battery Development	EE-05-05	Infrastructure Working Group (IWC) Support		ID	EPRI	50,000	50,000		Dis
466	Electric Vehicle Advanced Battery Development	EE-05-05	Electric Vehicle Association / Motorists Drive		ID	EVA	25,000	25,000		Dis

(Note: If the arrow does not appear, Auto Filter is not on. To turn it on, click on any cell in the spreadsheet, click on the “Data” box at the top of the screen, and click on “Auto Filter” in the drop-down window. The arrows should appear at the top of each column automatically.)

Clicking on the Auto Filter arrow automatically produces a drop-down window that lists in alphabetical order every unique laboratory and contractor name that appears in that column. Select the item you want to see by clicking on it. The spreadsheet automatically filters to show the entire row of every instance of the item you selected – all other rows are filtered out.

A subtotal will appear at the bottom of the filtered list if the “Subtotal” tool has been activated previously. To see subtotals otherwise, you can activate the “Subtotal” tool or click the “Σ” key at the top of the Excel screen. [See more on subtotals in the, “How to Use Subtotals,” section of this manual.]



The drop-down window lists the entries alphabetically. Use the bar to scroll through the list.

## ii. How to Use the Scroll and Freeze Panes Features

It is often useful to scroll down or to the right of a spreadsheet and still see the column headings or the first few columns of a row. Excel provides two ways to do this.

The first feature relates only to freezing the column headings as you scroll down a spreadsheet. Activate the feature by moving the cursor to the top right corner of the borders of the Excel screen – to the horizontal bar that appears just above the arrow in the page-long vertical bar that appears at the right of the screen. When the cursor touches the bar, it will become highlighted as a small horizontal bar with small two arrows pointing up and down. To freeze the column heading row so that it appears regardless how far down the spreadsheet you scroll, hold the left click button down and pull the highlighted bar to the line between the first and second rows. Release the button, and the scroll feature is activated until you deactivate it by moving the bar back to its original position.

The second feature freezes both horizontally and vertically. Activate the feature by clicking on the cell that is just below and to the right of the rows and columns you want to remain static (“frozen”) regardless where you are in the spreadsheet. The most useful place to do this is just below the column headings row (so that you can see the column headings at all times) and just to the right of the “Title” columns.

After clicking on the cell, click on the “Window” key at the top of the Excel screen and then click on “Freeze Panes”. Deactivate the “Freeze Panes” feature by returning to the “Window” key and click on “Unfreeze Panes.”

### iii. How do I Add a New Item (a New Row) to the Spreadsheets?

The most efficient way to add a new row is to copy a row of data closest in content to the one you want to add and then paste that row into a blank row you create. To do this, click on any cell in the row just below the row where you want the new item to appear – that, probably, is the row closest in content to the row you sent to add. Insert a new blank row by clicking on “Insert” at the top of the Excel screen; then click on “Row” and a blank row will appear above the row you originally clicked. Click on the box to the left of the row you want to copy – the box where the number of the row appears – to highlight the entire row. Click on the “copy” icon at the top of the Excel screen; move the cursor to the numbered box of the blank row you just created; and click the “paste” icon. Change the fields in the new row as appropriate.

### iv. How do I Get Subtotals Automatically?

Activate the “Subtotals” feature of Excel by clicking on the “Data” key at the top of the Excel screen.

Sectors	Oblig Amount	Award Value	Mod Effective Date
Power Technologies	500,000	623,774	01/02/97
Power Technologies	30,000	30,000	01/13/97
Power Technologies	540,000	503,000	01/03/98
Power Technologies	790,000	790,000	12/01/99
Power Technologies	28,646	31,821	04/03/99
Power Technologies	105,062	130,249	12/01/99
Industrial Technologies	45,076	45,076	10/02/97
Building Technologies	-70,223	-82,011	04/19/00
Building Technologies	-11,788	-82,011	04/19/00
Building Technologies	-225,000	-225,000	09/04/97
Building Technologies	10,767	10,767	06/24/99
Building Technologies	14,876	545,919	03/08/00

### How do I See Only My Items in the MARS Reports?

The Spend Plan focuses on funding actions through the process by which they are planned, initiated, approved by the DAS organization, forwarded to BA, and authorized by BA. The graphic below depicts the process that the Spend Plan tracks.

It is important to understand that no other system in the Department or in the Field tracks the various funding actions during the 30 – 60 days they are within EERE.

## List of Acronyms

AFP	Approved Funding Plan
AOP	Annual Operating Plan
B&R	Budget & Reporting
CFD	Computational Fluid Dynamics
CFO	Chief Financial Officer
CID	Contractor Identification #
DISCAS	Departmental Integrated Standard Cost & Accounting System
DOE	Department of Energy
EERE	Energy Efficiency and Renewable Energy
FDW	Financial Data Warehouse
FEMP	Federal Energy Management Program
FIS	Financial Information System
FWP	Field Work Proposal
FY	Fiscal Year
GPRA	Government Performance and Results Act
IOF	Industries Of the Future
M&O	Management & Operating (contract)
MARS	Management Analysis Reporting System
NREL	National Renewable Energy Laboratory
OMB	Office of Management and Budget
OPBM	Office of Planning, Budget and Management
PADS	Procurement and Assistance Data System
PNGV	Partnership for a New Generation of Vehicles
PR	Procurement Request
R&D	Research & Development
SMS	Strategic Management System
WA	Work Authorization